



WILLIAM T FUJIOKA  
Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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*"To Enrich Lives Through Effective And Caring Service"*

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January 14, 2014

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

13 January 14, 2014

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT FISCAL YEAR 2013-2014  
SUPPLEMENTAL BUDGET  
(ALL DISTRICTS - 3 VOTES)**

**SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by implementing classification actions related to the Board of Supervisor's approved Fiscal Year (FY) 2013-2014 Supplemental Budget, by adding one (1) unclassified Management Appraisal and Performance Plan (MAPP) classification, by changing the salary of one (1) unclassified MAPP classification, and by making technical adjustments and corrections to reflect earlier Board-approved budget and classification actions.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to update the departmental staffing provisions to reflect positions allocated, deleted, and transferred in the FY 2013-2014 Supplemental Budget, to add one (1) unclassified MAPP classification, to change the salary for one (1) unclassified MAPP classification, and to implement routine technical adjustments and corrections.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The majority of actions recommended in this letter were approved – in concept – by the Board of Supervisors (Board) as part of the FY 2013-2014 Supplemental Budget on October 8, 2013. Since that time, we have been working to gather and analyze the required information to determine and allocate the appropriate level and classification of new positions. This letter implements these specific changes to the departmental staffing provisions.

The Board's approval of this ordinance will fulfill the Charter requirement to provide, by ordinance, for the number of County employees. It will also provide the authority for County departments to fill new positions allocated in the FY 2013-2014 Supplemental Budget, delete positions no longer needed, and make other adjustments as necessary. These recommendations are a routine part of the annual budget process.

#### New Unclassified MAPP Classification

One (1) unclassified class is being recommended for establishment in the County Classification Plan (Attachment A). The unclassified position of Administrative Services Division Manager (UC) is being established to provide County departments with the ability to designate their Administrative Services Division Manager positions as unclassified when a department's organizational structure conforms to guidelines set forth in the County Charter for unclassified positions.

#### Salary Change

We are recommending a salary range adjustment for one (1) unclassified MAPP position (Attachment A). Specifically, we are recommending a salary range increase for Executive Director, Countywide Equity Oversight Panel, from salary range R13 to R16, to recognize the unique knowledge and experience of federal, State and County employment law in addition to the County's employment practices required to perform the complex duties of this position.

#### Technical Adjustments and Corrections

In addition to classification actions directly related to the FY 2013-2014 approved budget, other technical and routine adjustments and corrections are being made to the staffing provisions of various County departments to reflect earlier Board-approved budget and classification actions. These adjustments include position adjusting entries from previous classification actions such as classification studies, reorganizations, and midyear allocations.

#### **Implementation of Strategic Plan Goals**

##### Implementation of Strategic Plan Goals

The Board's approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

#### **FISCAL IMPACT/FINANCING**

The cost of and financing for the new position recommendations have been included in the FY 2013-2014 Supplemental Budget. There is no cost associated with any other action in this ordinance.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:BC:JA  
PAC:AE:mst

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Human Resources  
Affected Departments

**UNCLASSIFIED MAPP CLASSIFICATION RECOMMENDED  
FOR ADDITION TO THE CLASSIFICATION PLAN**

<b>Proposed Savings/Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>
Savings/Megaflex	1019	Administrative Services Division Manager (UC)	N23 R13

**UNCLASSIFIED MAPP CLASSIFICATION  
RECOMMENDED FOR SALARY CHANGE**

<b>Item No.</b>	<b>Title</b>	<b>Current Salary Schedule &amp; Level</b>	<b>Recommended Salary Schedule &amp; Level</b>
1024	Executive Director, Countywide Equity Oversight Panel (UC)	N23 R13	N23 R16